

## APPENDIX E

# Draft Watershed Management Activity Reference Guide for the Kentucky Basin Management Cycle

Action	End Product/Outcome	Responsible Party
<b>PHASE I. SCOPING AND DATA GATHERING</b>		
Convene River Basin Team to conduct planning activities for watershed monitoring in basin management unit	Initial River Basin Team meeting to develop (1) monitoring and assessment workgroup roster and (2) monitoring and assessment planning schedule	Basin Coordinator
Communicate statewide and basin-specific monitoring objectives and activities to River Basin Team	(1) Presentation materials on statewide monitoring objectives and proposed activities in basin (2) List of monitoring inputs/recommendations from River Basin Team	Monitoring and assessment technical specialist on River Basin Team
Identify key stakeholders to address in the scoping phase and when conducting outreach	(1) List of key stakeholders and contacts	Public Information Coordinator works w subcommittee of River Basin Team
Gather basin status information from 305(b) and 303(d) reports, fish and wildlife, KGS, and other sources	(1) Current Basin Status Report	Basin Coordinator; report sections completed by relevant agencies. Public Information Coordinator guides message content
Prepare outreach message regarding watershed management and public participation to accompany basin status report	(1) Written outreach materials (possibly internet, video, and other formats as capabilities increase)	Public Information Coordinator works w key partners to prepare message(s)
Review Monitoring and Assessment Resources Inventory and update as needed	(1) Updated Monitoring and Assessment Resources Inventory	River Basin Team with monitoring and assessment specialist lead
Distribute outreach message and basin status report via Partner Network	(1) Distributed materials	Designated support staff distribute information to Partner Network
Collect public input regarding perceived problems in the basin	(1) List of perceived problems	Public Information Coordinator and Basin Coordinator work with Partner Network collect input
Distribute inventoried public input and other scoping data to River Basin Team and Monitoring Subcommittee for review	River Basin Team reviews and evaluates: (1) Public input summaries (2) Other scoping information	Public Information Coordinator

Action	End Product/Outcome	Responsible Party
<b>PHASE I. (CONTINUED)</b>		
Assign agency roles, responsibilities, and schedules for data collection	Draft Strategic Data Collection Plan: (1) Monitoring Work Plans (2) Assignments for other data collection	Basin Coordinator, with assistance of River Basin Team
Coordinate data management/GIS	(1) Data Management/GIS Work Plans	Data Management/GIS technical specialists supporting River Basin Team
Distribute draft Strategic Data Collection Plan; gather comments; distribute and track implementation of final plan	Final Strategic Data Collection Plan revised in response to comments	River Basin Team
Collect data as specified in the Strategic Data Collection Plan	(1) Water quality monitoring database (2) Related data	Assigned agencies
Continue ongoing monitoring (e.g., habitat analyses, use attainability studies, ambient ground water monitoring)	(1) Water quality monitoring database	Various agencies
<b>PHASE II. ASSESSMENT</b>		
Assign agency roles, responsibilities and schedules for sample analysis and data management	(1) Sample Analysis and Data Entry Work Plans	Basin Coordinator, with assistance of River Basin Team
Analyze samples and enter data	(1) Water quality monitoring data base and data printouts	Assigned agencies
Assign agency roles, responsibilities, and schedules for basin assessment	(1) Assessment Work Plans	Basin Coordinator, with assistance of River Basin Team
Compile final monitoring results	(1) Final Monitoring Reports	Basin Coordinator and assigned agencies
Conduct assessments and document results	(1) Draft Basin Assessment Report	River Basin Team
<b>PHASE III. PRIORITIZATION AND TARGETING</b>		
Apply prioritization formula to establish preliminary ranking of 11-digit watersheds	(1) Draft Priority Ranking List	River Basin Team with support from Basin Coordinator
Develop message and survey mechanism for public on assessment results and preliminary priority ranking	(1) Outreach message (2) Survey for collecting public feedback on priority listing	Public Information Coordinator works with Prioritization Subcommittee
Distribute outreach message to Partner Network	(1) Distributed materials	Public Information Coordinator works with designated support staff

Action	End Product/Outcome	Responsible Party
<b>PHASE III. (CONTINUED)</b>		
Collect public input through survey indicating publicly perceived priorities	(1) List of perceived priorities and recommendations for revisions to preliminary ranking	Public Information and Basin Coordinator work with key partners to collect input
Convene focus groups as needed to resolve conflicts regarding priority ranking	(1) Consensus-based priority ranking for current iteration of basin management cycle	Public Information and Basin Coordinators work with River Basin Teams
Convene Local Watershed Task Forces to identify political feasibility and willingness to address priority issues	(1) Public input for specific targeting criteria (2) List of issues targeted for Action Plan development	Basin Coordinator works with Statewide Steering Committee and River Basin Teams to establish task forces and conduct targeting analyses
<b>PHASE IV. PLAN DEVELOPMENT</b>		
Use Local Watershed Task Forces to: - determine specific management goals and objectives - evaluate management options - select preferred options	(1) Draft Watershed Action Plans (2) Draft Basin Management Unit Plan	Basin Coordinator works with river basin teams to integrate local watershed Action Plans with Basin Management Plans
Prepare and distribute public message regarding proposed plans, and collect comments on drafts	(1) Outreach message on draft plans (2) Partner and public comments on draft plans	Public Information Coordinator works with River Basin Team, Local Watershed Task Forces, and Partner Network
Consider partner and public input on draft plans and prepare final plan	(1) Final Basin Management Plan	Public Information Coordinator, Basin Coordinator and River Basin Team
<b>PHASE V. IMPLEMENTATION</b>		
Prepare outreach message to communicate Action Plans; raise public awareness; and encourage participation	(1) Outreach message	Public Information Coordinator works with River Basin Teams, Local Watershed Task Forces, and Partner Network
Conduct outreach workshops and use other means to deliver message and obtain support	(1) workshops (2) newsletters, videos, Internet web page, etc.	Public Information Coordinator works with Partner Network
Carry out Action Plans	(1) Protection and restoration milestones	Assigned agencies and partners; public
Monitor implementation progress and make adjustments as needed	(1) Implementation plan adjustments (2) Framework adjustments	Basin Coordinator works with River Basin Team and Statewide Steering Committee as needed